

COMMERCIAL PERMITTING 101

A Representation of the Seminar Presented on May 31, 2007

CITY OF HOUSTON PUBLIC WORKS AND ENGINEERING PLANNING AND DEVELOPMENT SERVICES DIVISION

This document is a brief overview of the typical commercial permit process for the City of Houston. Links have been added throughout for easier reference.

Please contact the Code Enforcement Office for assistance with specific questions pertaining to your individual project at 713-525-7040.

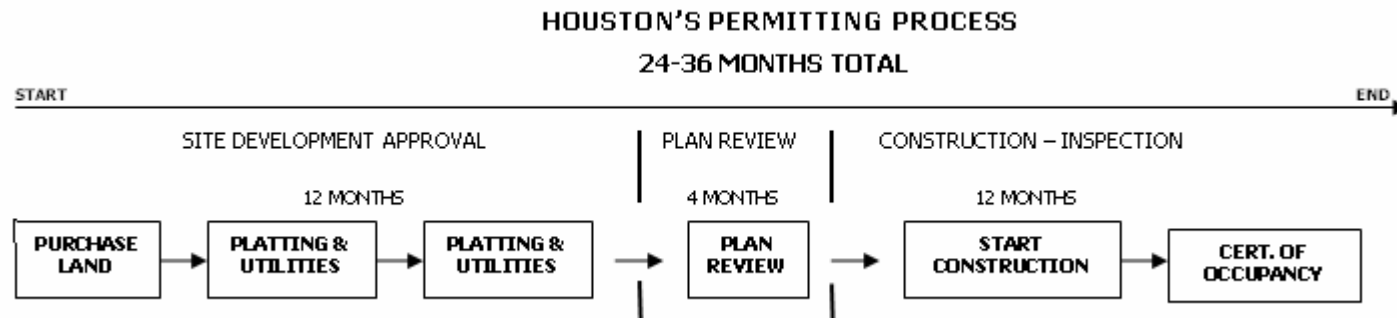
Improved Services



Since the New Express Plan Review Program was established in June 30, 2006 we have instituted the following improvements...

- ♦ The Customer Assistance and Code Development Office, providing ombudsman services
- ♦ More Online Services
- ♦ Increased inspection time on the job site
- ♦ The average commercial plan review turnaround time is 11 Days!

Planning & Research



Research, Research, Research – Before you buy. Consider the following –

- ✓ Make sure you can financially and legally build your proposed project
- ✓ Legal – Deed restrictions and property liens
- ✓ Survey and property lines (Ensure that your structure can be built in this location)
- ✓ Utility availability (Assess if water and sanitary capacity and utilities are available or if additional fees may be required)
- ✓ Platting (May be required if there is a change of use for the land)
- ✓ Parking (May not be available for the type of occupancy proposed)
- ✓ Setback (May be required where the proposed business fronts a major thoroughfare)
- ✓ Floodplain (New fees and other requirements as of October 2006)
- ✓ Research existing Certificates of Occupancy

Design Preparation



◆ Does my project require an Engineer or Architect?

-Click on the applicable link for flow charts from the Texas Boards of [Architectural Examiners](#) & [Professional Engineers](#)

◆ What is the scope of work for this project classified as?

- New Construction (ground up)
- Build out (tenant improvement)
- Remodel (extensive and minor)
- Repair (replacing - like for like materials)
- Expansion/addition (new square footage)
- Change of Use (converting from one occupancy to another)

◆ What codes are in effect?

- 2003 International Building Code
- 2000 International Fire Code
- 2005 National Electrical Code
- City of Houston Design Manual
- 2000 Uniform Plumbing Code
- 2000 Uniform Mechanical Code
- 2001 International Energy Cons. Code
- City of Houston Code of Ordinances

Click here for the [Houston Amendments](#) or for the [Design Manual](#).

A New Energy Code Is Coming In 2008!

Additional Requirements

◆ Does the project require a specialized consultant or an additional step?

- ◆ Historical Review
- ◆ Asbestos Survey
- ◆ Elevation Certificates
- ◆ Sprinklers
- ◆ Fire Alarm
- ◆ Electronic Locks
- ◆ TDLR Accessibility Review

◆ Who can purchase what permits and when?

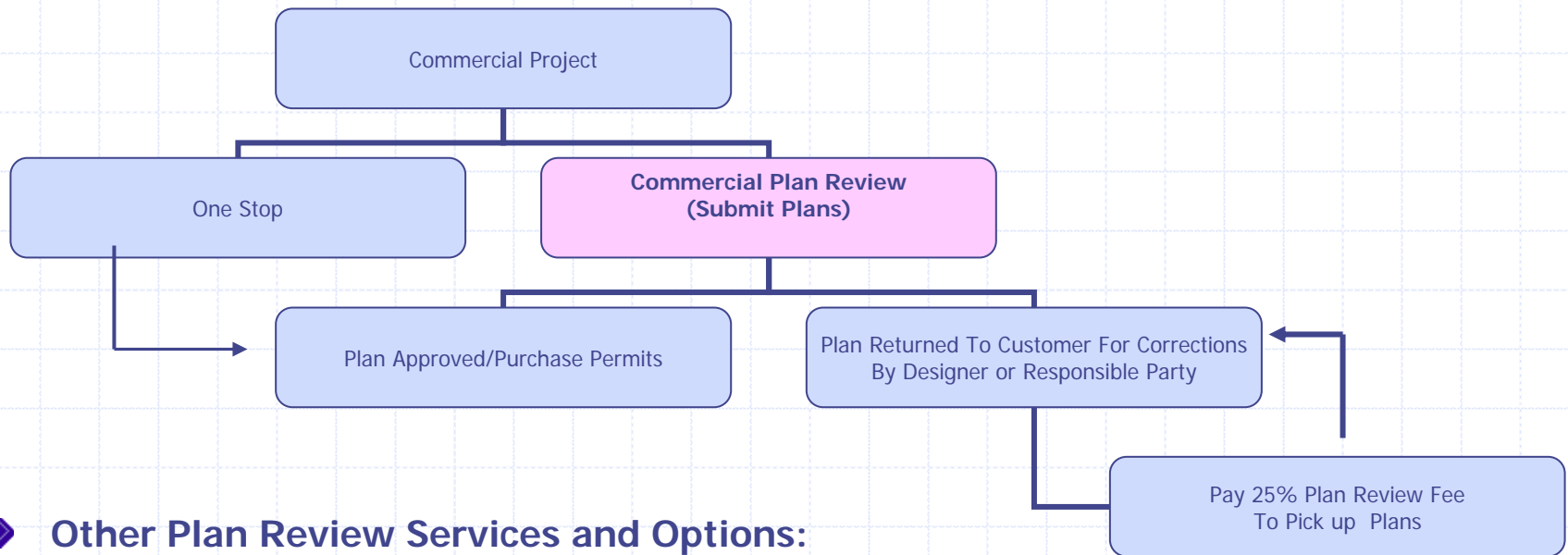
- The building permit may be purchased by the owner, agent, contractor. General Contractors are not required to be licensed.
- Licensed contractors can purchase trade permits after the building permit has been sold.
 - ◆ Electrical
 - ◆ Mechanical
 - ◆ Plumbing
 - ◆ Sprinklers
 - ◆ Sidewalk

Application & Plan Submittal

- ◆ Commercial Building Application (with assigned project number)
- ◆ 2 complete sets of plans (4 sets hazmat/high piled)
- ◆ [Fill & Grade Worksheet](#)
- ◆ Storm and Water Utility Letter
- ◆ [Waste Water Capacity Reservation Letter](#)
- ◆ Asbestos Survey
- ◆ [Prescriptive Energy Form](#), [Systems Analysis Form](#) or Software Report
- ◆ [HFD Owner's Statement of Intended Use for Storage Occupancies](#)
- ◆ Ensure [Prerequisites](#) are met

Remember: Addresses are critical and must be verified for new construction!

Plan Review Process -Overview-

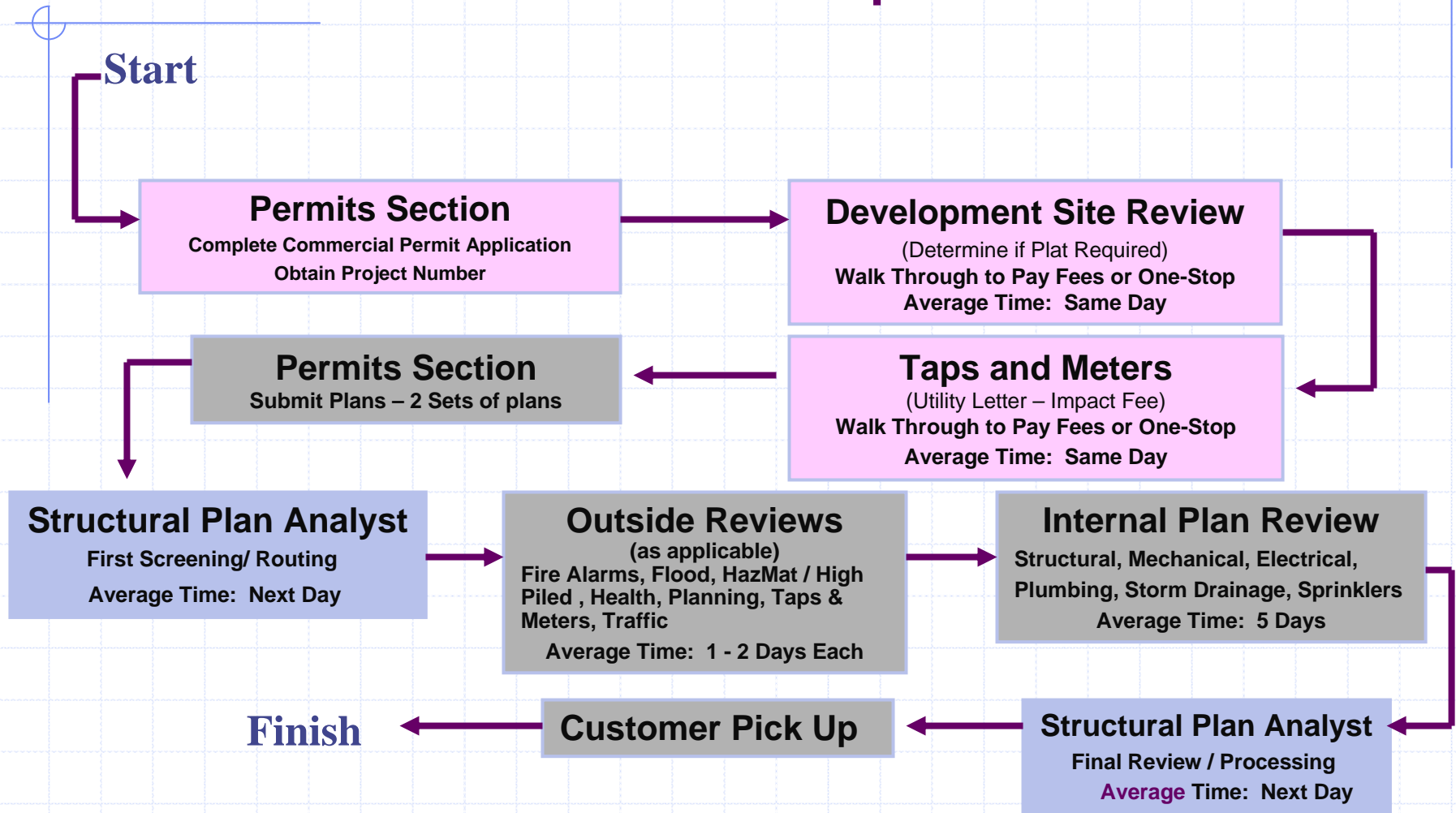


◆ Other Plan Review Services and Options:

- ✓ One Stop Plan Review (Allows customers with minor remodels/lease space build outs to have a plan analyst review plans and have the permit issued in the same day if certain restrictions are met; including 30 minute maximum plan review.)
- ✓ Quick Start Program (For projects exceeding \$1 million valuation with a limited number of reviews remaining, a 24 hour turnaround is available.)
- ✓ LEED Incentive
- ✓ Plan Analyst and Design Professional appointments (In order to resolve out standing comments for approval)
- ✓ Online Status Check and Viewing of Rejection Comments at www.houstonpermits.com

Contact Plan Review at 713-535-7500 for more information.

Flow Chart Sequence



Average turn around time is 11 days.

Phased Permitting

The city allows phased permitting for each stage of construction prior to submitting or permitting the next phase. This process may be useful for fast track projects where design continues beyond the schedule to break ground. For example:

- ◆ Site Grading
- ◆ Site Paving and Underground Utilities
- ◆ Site and Foundation (requires recorded plat)
- ◆ Superstructure (concrete buildings, or non-rated steel)
- ◆ Shell only
- ◆ Shell and core
- ◆ Build outs by floor (non combustible only)



Deferred Submittals

The city allows deferred submittals for elements of a building that are not typically designed at the time of submittal. For example:

- ◆ Truss Details
- ◆ Curtain Walls
- ◆ Pre-cast Concrete (non-rated)
- ◆ Metal buildings (non-rated)
- ◆ Pre-fab storage racks

- ◆ Sprinklers
- ◆ Electronic Locks



Note: Sprinklers and Electronic Locks are not deferred, but are required to be submitted separately.

Inspections and Utility Release

- ◆ Once permit is purchased work may begin
- ◆ Plans and permits must remain on the job site for inspections
- ◆ Inspections are required at various stages of construction
- ◆ Call or Click to schedule Inspections
 - (713) 525-7000 (IVR)
 - www.houstonpermits.com
- ◆ Temporary Utilities may be obtained after all permits are purchased
 - Temporary Cut In / Temporary Gas - permit must be purchased
 - Complete and submit request for temporary utilities application (TLIF)
- ◆ All revisions must be approved prior to Final Inspection
- ◆ All deferred submittal items must be completed prior to Final Inspection
- ◆ After all inspections are complete - request Certificate(s) of Occupancy
- ◆ Remodels/Repairs are usually issued as a Certificate of Compliance

Public Works and Engineering > Planning and Development Services Division

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PW&E Search

DIVISIONS

- Engineering and Construction Division
- Planning and Development Services Division
- Public Utilities Division

Welcome to the City of Houston's On-Line Permits Web Site!

PURCHASE PERMITS

[New Users](#)

[Login](#)

For questions about PERMIT PURCHASES please contact us by email at:
Linda.Tarver@CityofHouston.net

Purchase Permits
(certain restrictions apply)

BUILDING PERMIT-FEE ESTIMATOR

[Fee Calculator](#)

For questions about PERMIT FEE CALCULATOR please contact us by email at:
Michael.Blasko@CityofHouston.net

Estimate Building Permit Fee

SCHEDULE INSPECTIONS

[Schedule Inspections and Inspections History](#)

[To receive inspection results by e-mail or cell phone sign up](#)

For questions about SCHEDULE INSPECTIONS please click [here](#)

Schedule Inspection

CHECK PERMIT STATUS

[Plan Review](#)

[Plan Review Status \(Real Time Pages\)](#)

[Permits Sold](#)

[Search for Sold Permits \(Sold permits for the last 1 years\)](#)

For questions about PERMIT STATUS please contact us by email at:
pd.code@cityofhouston.net

Check the status of plans

OTHER INFORMATION

[Code Enforcement Main Web Page](#)

[Customer Service Survey](#)

Code Enforcement Main Webpage

Click here to visit [Online Permits](#) or the [Code Enforcement Main Web Page](#).

Related Fees

FEES ^{1, 2} SCOPE	Development Review Fee (paid prior to submittal)	WCR Application Fee (paid when submitted)	Impact Fee (prior to bldg permit)	Building Permit Fee (prior to trade permit fees)
New Construction	✓	✓	✓	✓
Addition	✓	✓	✓	✓
Interior Build Out		✓ ³	✓ ³	✓
Remodel		✓ ³	✓ ³	✓

1. Plan Review Fee is 25% of permit fee.
2. Flood Plain fee - only if applicable
3. For change of use or added load

Click here to see a complete copy of the [Permit Fees](#).



THINGS TO REMEMBER

◆ APPLICATIONS

The original commercial application is required to purchase the building permit. If the application is lost or misplaced, only the original applicant may complete a duplicate application.

◆ PLAN REVIEW

Projects over \$50,000 require a TDLR number for architectural barriers act.

Frequently Missed Prerequisites:

- ◆ Water Availability Letters
- ◆ Engineered structural plans
- ◆ Hazmat/Hi Piled or Exemption Form
- ◆ Code Analysis
- ◆ Submitting preliminary plans

◆ TAPS & METERS

Apply for the letter of availability prior to submitting plans

- ◆ Response will be mailed to you (WCR letter)
- ◆ Pay impact fees
- ◆ Submit impact fee receipt and WCR letter with plans

◆ TOP 10 THINGS YOU SHOULD KNOW ABOUT PERMITTING

◆ FREQUENTLY MISSED INSPECTION ITEMS

For More Information...

Please Call Us:

- ◆ Customer Assistance & Code Development Office
 - 713-525-7039 or
 - 713-525-7040
- ◆ Commercial Plan Review
 - 713-535-7500
- ◆ Planning
 - 713-535-7781
- ◆ Taps and Meters
 - 713-535-7675
- ◆ General Information
 - 713-535-7510
- ◆ Inspections
 - 713-525-7000

Or Visit Us Online:

- ◆ Code Enforcement
 - www.publicworks.cityofhouston.gov/planning/enforcement
- ◆ Permits/Inspections/Plan Review
 - www.houstonpermits.com
- ◆ Planning & Development
 - www.houstonplanning.com
- ◆ Houston Fire Department
 - www.houstonfire.com
- ◆ General Information
 - www.houstontx.gov/311
- ◆ Flood Maps
 - www.tsarp.org
- ◆ City of Houston Main Webpage
 - www.houstontx.gov

Or Click [Here](#) To Email Us.